



UNITED STATES MARINE CORPS
MARINE CORPS RECRUIT DEPOT/WESTERN RECRUITING REGION
SAN DIEGO, CALIFORNIA 92140-5001

DepO 5060.86C

3

10 APR 1995

DEPOT ORDER 5060.86C w/ ch 1

From: Commanding General
To: Distribution List

Subj: POLICY AND INSTRUCTIONS CONCERNING THE CONDUCT OF
RETIREMENT CEREMONIES

Ref: (a) NAVMC 2691 (NOTAL)
(b) DepO 5060.77D
(c) DepO 5060.84A

Encl: (1) Sequence of Events for Retirement Ceremony Conducted
in Conjunction with Friday Morning Colors
(2) Sequence of Events for Retirement Ceremony Not in
Conjunction with Friday Morning Colors
(3) Diagram of Morning Colors Formation/Retirement
Ceremony
(4) Sequence of Events During Inclement Weather with
Diagram of Ceremony

1. Purpose. To supplement references (a), (b), and (c) with
policy and detailed instructions regarding the conduct of
retirement ceremonies.

2. Cancellation. DepO 5060.86B

3. Summary of Revision. This revision describes how retirement
ceremonies will be conducted aboard the Depot. It amplifies
information provided in the references through the addition of
detailed enclosures contained herein.

4. Policy. Marines and supporting Navy personnel will normally
be retired at the Friday Morning Colors Ceremony (Enclosures
(1,3)). Requests to retire, not in conjunction with Morning
Colors, will be considered individually and conducted in
accordance with Enclosures (2,4). Since retirements not done at
Friday Morning Colors Ceremony entail special coordination and
the allocation of Marines to an "extra" formation during working
hours, this format is a special exception to the norm. That
said, each request to retire at a formal ceremony will be
evaluated individually. Requests made by personnel who are not
stationed at MCRD will normally be disapproved as a matter of
policy. The AC/S, G-2/3 has staff cognizance over scheduling and
coordination of support for these ceremonies. The CO, H&S
Battalion is responsible for coordinating, supervising, and
executing the actual ceremony, to include rehearsals.

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5. Ceremony

a. The ceremony will be scheduled on the Friday nearest (and preceding) the date of retirement, and will be conducted in accordance with the enclosures and the following:

b. The ceremony will include:

(1) Brief narration of the retiree's biography, reading of retirement orders, and any approved awards.

(2) Award presentation, as appropriate.

(3) Introduction/recognition of the spouse (if requested by the retiree).

c. Seating of the retiree's guests will be as depicted in enclosure (3).

d. The uniform for the ceremony will be the seasonal "C" uniform or equivalent in the case of Navy personnel.

6. Action

a. Commanding Officers, Recruit Training Regiment/Headquarters and Service Battalion

(1) Notify the Commanding General (AC/S, G-2/3), in writing, of the individual's desire to be retired by the Commanding General as soon as possible, but not less than 30 days prior to the date of retirement.

(2) Continue to ensure that retirement awards are initiated well in advance.

(3) Provide personnel, as may be requested, to participate in the ceremony. The AC/S, G-2/3 will announce this requirement in periodic bulletins.

(4) Provide copy of this Order to retiree.

(5) For the Co, H&SBn: Coordinate, rehearse, supervise and execute retirement ceremonies on order.

b. Assistant Chief of Staff, G-2/3. Assume overall staff cognizance. The Operations Officer will:

(1) As necessary coordinate narrator, lectern, voice amplification equipment, band, and photographer support with the supporting sections.

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(2) As necessary assist in the delivery of awards, retirement orders, and biography narratives to the CO, H&SBn.

c. Assistant Chief of Staff, G-4

(1) Coordinate the setup of the 50 state flags and guest seating.

(2) Coordinate Depot efforts to ensure that Building 31 and the surrounding area is in a high state of police.

(3) Be prepared to provide other logistic support as may be required.

d. Public Affairs Officer. Develop a public affairs plan to support each retirement ceremony.

e. Depot Adjutant

(1) As required, prepare the Commanding General's Certificate of Commendation for the retiree's spouse.

(2) As required, provide retirement award(s).

f. Retiree

(1) Hand carry a complete biography, retirement orders, and any awards to the AC/S, G-2/3, Operations Officer at least 10 working days prior to the date of the ceremony.

(2) Arrange, if desired, delivery of flowers for spouse to the Operations Officer (Room 204, Bldg 31) not later than 0730 the morning of the ceremony.

(3) Ensure familiarity with the content of this Order and participate in scheduled rehearsals.

(4) Notify the Operations Officer of any infirm guests who may require assistance, special seating, or transportation.

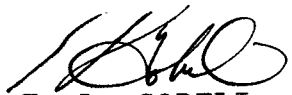
(5) Notify the Operations Officer, by the Wednesday preceding, of the number of guests expected to attend the ceremony.

(6) Names of distinguished and/or high ranking officer guests will be provided to the Commanding General (Attn: AC/S, G-2/3) as soon as known.

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7. Applicability. This Order is applicable to Marine Corps, Navy, and civilian personnel assigned to this Command and tenant organizations.



E. L. GOBELI
Chief of Staff

DISTRIBUTION: A



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SAN DIEGO, CALIFORNIA 92140-5001

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From: Commanding General

To: Distribution List

Subj: POLICY AND INSTRUCTIONS CONCERNING THE CONDUCT OF
RETIREMENT CEREMONIES

Encl: (1) New page inserts to DepO 5060.86C of 10 Apr 95

1. Purpose. To transmit new page inserts to the basic Order.

2. Action

✓ a. Remove enclosure (1) and replace with the corresponding enclosure contained in the enclosure.

3. Filing Instructions. File this change transmittal immediately behind the signature page of the basic Order.

J. M. GUERIN
Chief of Staff

DISTRIBUTION: A

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MORNING COLORS/RETIREMENT CEREMONY
(SEQUENCE OF EVENTS)

0745	Band marches on, plays two selections
0750	Bldg 31 personnel in position for Morning Colors
0755	Band plays <u>First Call</u> , and one other selection
Narrator	Reads narration
CG, SGTMAJ DOOD	Prepares to march out
Unit Cmdrs	"PLATOON, ATTENTION" (C/S gives command when CG is ready to march out)
CG, SGTMAJ DOOD	Marches out (when the narrator says the "CG MCRD/WRR now takes his position at the head of the formation")
Narrator	"LADIES AND GENTLEMEN, PLEASE RISE FOR THE MARCH ON OF THE COLORS AND REMAIN STANDING FOR OUR NATIONAL ANTHEM AND INVOCATION BY CHAPLAIN _____"
DOOD	Immediately marches down the steps to a position two paces from the band director, faces about, and commands "MARCH ON THE COLORS"
Band	Plays <u>You're a Grand Old Flag</u> while the Color Guard marches on
Drum Major	"SOUND ATTENTION" (15 seconds prior to colors)
Unit Cmdrs	"PRESENT ARMS"
DOOD	"PRESENT ARMS" (Color Guard executes with DOOD)
Firing Battery	Fires Gun
Band	Plays <u>National Anthem</u> and <u>Carry On</u>
Unit Cmdrs	"ORDER ARMS"

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DOOD, Color Guard	Come to order colors/carry sword
CG, SGTMAJ	Faces about, (facing Bldg 31)
Unit Cmdrs	"PARADE REST"
Chaplain	* Invocation
Narrator	"LADIES AND GENTLEMEN PLEASE BE SEATED"
Unit Cmdrs	"ATTENTION"
SGTMAJ	SGTMAJ says "PERSON TO BE RETIRED CENTER...MARCH"
Retiree	Marches from archway to a position in front of the CG
Messenger	Delivers retirement documents to SGTMAJ
Narrator	Reads all awards/orders/letters, in order of precedence
CG	Presents documents as the narrator reads
Escort	Escorts the wife to a position to the left of the retiree (*See Note 1)
Narrator	Reads spouses Cert Comm (*See Note 1)
Messenger	Brings flowers to the CG (*See Note 1)
CG	Presents flowers to wife (*See Note 1)
SGTMAJ	Retrieves all documents from the retiree and departs towards the VIP seating
CG	Invites retiree and spouse to a position on CG's right
Unit Cmdrs	Face about and command "PARADE REST" (Messenger delivers microphone to CG)

*Note 1 -- If the Marine retiring is a female, omit this sequence from the ceremony

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DOOD, Color Guard	"PARADE REST"
Band	"PARADE REST"
CG	Remarks about retiree (Pass Microphone to retiree at conclusion of remarks)
Retiree	Remarks
Unit Cmdrs	Upon completion of remarks, face about and command "PLATOON ATTENTION" (Messenger picks up microphone)
DOOD	"DETAIL, ATTENTION" Color Guard comes to carry colors/carry sword
Band	"BAND ATTENTION"
CG, Retiree Spouse	Face about (facing Band)
Narrator	"LADIES AND GENTLEMEN, PLEASE RISE FOR THE RETIREMENT OF THE COLORS"
DOOD	DOOD commands "RETIRE THE COLORS"
Band	Plays <u>National Emblem</u> and <u>Auld Lang Syne</u> while Color Guard/DOOD marches off
Band	Plays the <u>Marines' Hymn</u>
Band Dir	Faces about and greets the CG
CG, Retiree Spouse	After the CG and Band Director exchange greetings, the CG, retiree and spouse will face about, and the CG will dismiss the troops
Narrator	"LADIES AND GENTLEMEN THIS CONCLUDES TODAY'S MORNING COLORS CEREMONY, PLEASE COME FORWARD AND CONGRATULATE _____."

ENCLOSURE (1)
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SEQUENCE OF EVENTS FOR RETIREMENT CEREMONY
NOT IN CONJUNCTION WITH MORNING COLORS

NOTE: This format presumes a two platoon troop formation with COT formed on the grassy area to the west of BLD 31.

R-15	Formation begins to assemble.
R-10	Band begins pre-ceremony music.
R-Hour	Begin retirement ceremony.
Narrator	"GOOD MORNING, LADIES AND GENTLEMAN. WELCOME TO THE RETIREMENT CEREMONY OF _____."
CG, SgtMaj	Take their positions.
Band	"SOUND ATTENTION" "MARCH ON THE COLORS"
Band	Plays "You're a Grand Old Flag" while Color Guard marches on
COT	"PARADE REST"
Depot Chaplain	Invocation (From lectern)
Narrator	"CONDUCTING TODAY'S RETIREMENT CEREMONY IS THE _____, MARINE CORPS RECRUIT DEPOT/WESTERN RECRUITING REGION, SAN DIEGO, CA."
COT	"PRESENT ARMS"
Narrator	"LADIES AND GENTLEMEN, HONORS FOR_____."
Band	Ruffles and Flourishes (if appropriate)
CG	Returns Salute
Narrator	"LADIES AND GENTLEMEN, PLEASE BE SEATED."
COT	"ORDER ARMS" "PERSON TO BE DECORATED, RETIRED, AND ALL COLORS, CENTER, MARCH"
Retiree moves to his/her position in front of Colors.	
COT	"FORWARD MARCH, DETACHMENT HALT"
Narrator	Reads biography when detail steps off
COT	After biography is completed, COT reports: "SIR, PERSON TO BE DECORATED, RETIRED, AND ALL COLORS ARE PRESENT."

ENCLOSURE (2)

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CG "PRESENT THE COMMAND"

COT After CG returns salute, COT will step to the right as in marching and return to his post between the colors and formation and command "PRESENT ARMS," faces about and commands "DETACHMENT, PRESENT ARMS."

Narrator "LADIES AND GENTLEMEN, PLEASE RISE FOR OUR NATIONAL ANTHEM."

Band "NATIONAL ANTHEM"

Narrator "PLEASE BE SEATED"

COT Faces about and commands "ORDER ARMS." The CG and SgtMaj move forward and halt in front of the retiree. (Retirement documents will be delivered to the SgtMaj.)

Narrator Reads award(s), appropriate excerpts from retirement orders/letter. At designated point near the end of the retirement orders/letter, the retiree's spouse will be escorted to the retiree's left. CG will take his position in front of the spouse.

Narrator Reads CG's Certificate of Commendation for the retiree's spouse. Toward the end of award, flowers will be delivered to the CG to present.

CG After flowers have been presented, CG and Depot SgtMaj will "FACE ABOUT" and return to their positions.

COT When in position, COT commands "POST THE COLORS." On command "POST THE COLORS," the Color Guard will execute a countermarch and return to their position in line with the formation. Depot SgtMaj will step off to the left as in marching two paces, halt and face the formation. The retiree and their spouse will position themselves between the CG and Depot SgtMaj facing the formation. Once the Color Guard has halted, come to the order, and the retiree and spouse are in position, COT commands "Parade Rest."

COT "PARADE REST". Cordless microphone is delivered as "Parade Rest" is given.

Remarks by the Commanding General

Remarks by retiree (at conclusion, microphone will be picked up)

ENCLOSURE (2)

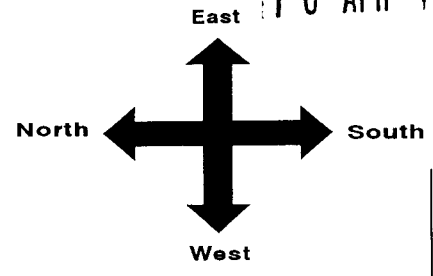
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COT	"BATTALION, ATTENTION" "RETIRE THE COLORS" Color Guard will execute a countermarch, forward march, and exit through the archway of Bldg 31.
CG	When the Color Guard reaches the center of the archway, the Color Guard will execute a left turn, the CG will face about, retiree and spouse will move to the CG's left, Depot SgtMaj will move to the left of retiree's spouse.
Band	"AULD LANG SYNE" "ANCHORS AWEIGH" "MARINES HYMN" (At the end of the "Marines Hymn," CG will motion to retiree and spouse to join him to thank the band. The CG will step off to the left as in marching and exit formation.)
Narrator	"LADIES AND GENTLEMEN, THIS CONCLUDES THE RETIREMENT CEREMONY"
COT	"DISMISS YOUR UNITS"

ENCLOSURE (2)

↑
FLAG POLE

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PARADE DECK



Band

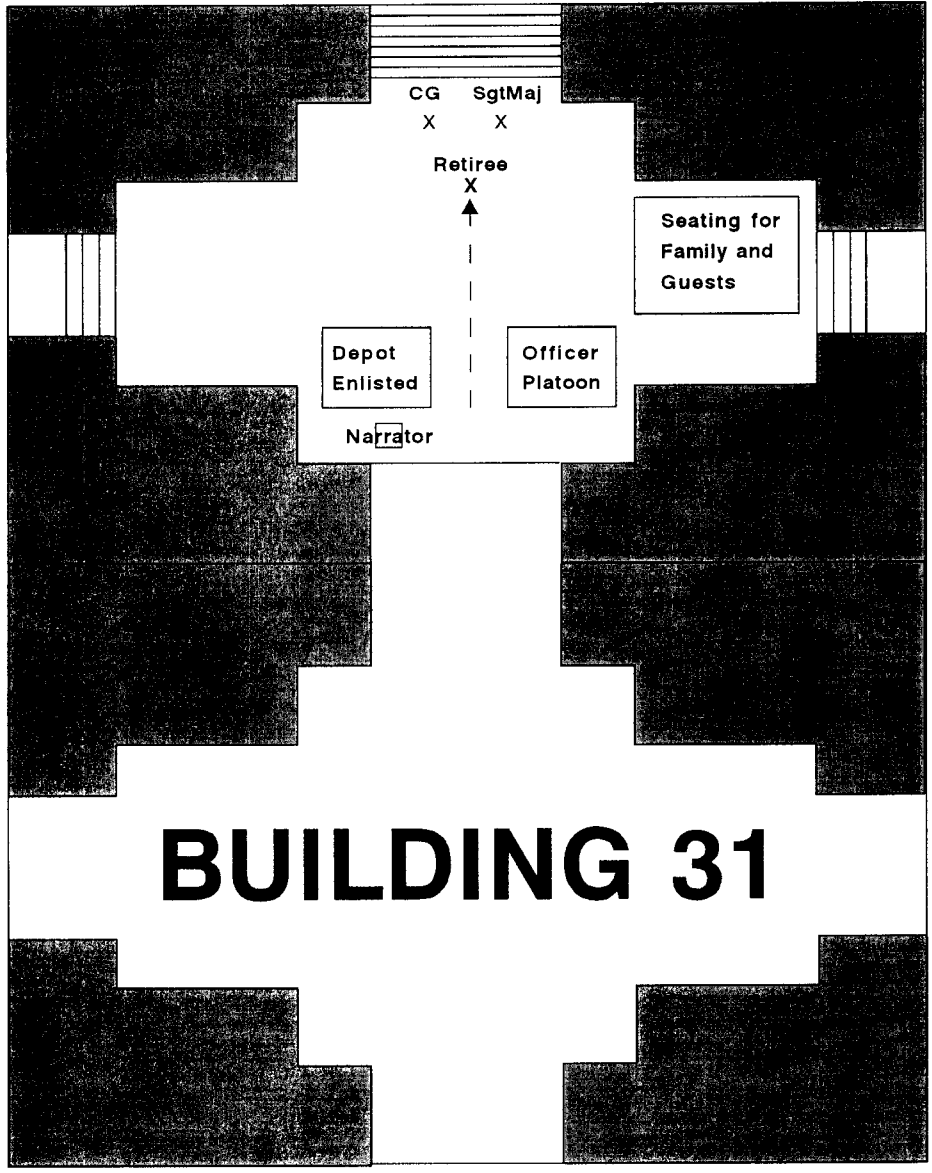
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BUILDING 31

HENDERSON AVE

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SEQUENCE OF EVENTS DURING INCLEMENT WEATHER

15 Min Prior Permanent personnel and guests gather in CG
Conference Room.

Command Retiree and spouse position themselves in front of
lectern facing the guests.

CG CG and Depot SgtMaj take position

Narrator Welcome remarks read

Narrator "LADIES AND GENTLEMEN, THE DEPOT CHAPLAIN WILL NOW
GIVE THE INVOCATION."

Depot Chaplain Invocation

Narrator Reads retiree's biography

CG "PERSON TO BE DECORATED AND RETIRED, FRONT AND
CENTER"

Retiree Retiree and spouse position themselves in front and
Spouse of the CG.

SgtMaj Award(s), orders, and certificate(s) will be
delivered to the SgtMaj who in turn will give them
to the CG for presentation.

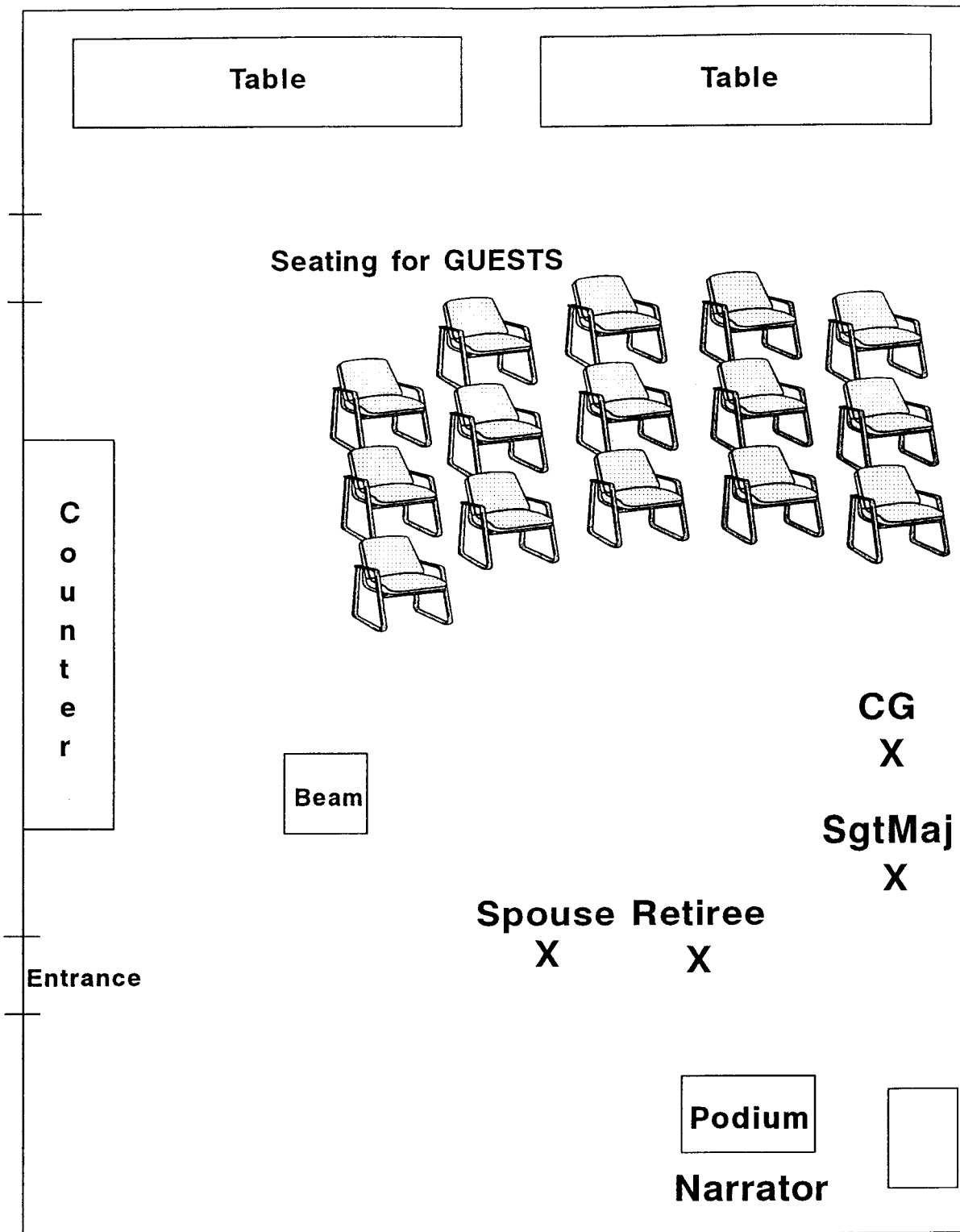
SgtMaj Steps off to his left. Retiree and their spouse
take positions in between CG and SgtMaj facing the
guests.

Remarks by Commanding General

Remarks by retiree

Narrator "LADIES AND GENTLEMEN, THIS CONCLUDES THE
RETIREMENT CEREMONY."

ENCLOSURE (4)



ENCLOSURE (4)

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